

Contract User Guide for VEH113

VEH113: Fleet Management Services

UPDATED: October 1, 2021

Contract #:	VEH113
MMARS MA #:	VEH113*
Initial Contract Term:	October 1, 2021 – September 30, 2026
Maximum End Date:	One (2) year extension to 2028
Current Contract Term:	October 1, 2021 – September 30, 2026
Contract Manager:	McKenna Petack, (617) 720-3378, mckenna.petack@mass.gov
This Contract Contains:	N/A
UNSPSC Codes:	78-18-00; 78-18-15

*The asterisk is required when referencing the contract in the Massachusetts Management Accounting Reporting System (MMARS).

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Contract Summary

This is a Statewide Contract VEH113 Fleet Management Services and will serve as the primary Statewide Contract used by Executive Agencies of the Commonwealth for the goods and services covered by the Contract and has replaced VEH84A. This contract includes three categories, Vehicle Maintenance and Management, Crash Management and Subrogation, and Risk Management.

The intention of this contract is for any vehicles or equipment regardless of Gross Vehicle Weight Rating (GVWR). Office of Vehicle Management will manage vehicles up to 26,000 lb. GVWR for Commonwealth Executive Agencies and any other vehicles or equipment over the 26,000 lb. GVWR will be the sole responsibility of the Agency/Department to manage.

Contract Categories

This contract includes 3 categories of services as listed below.

- Category 1: Vehicle Maintenance Management
- Category 2: Crash Management and Subrogation
- Category 3: Risk Management

Benefits and Cost Savings

Statewide contracts are an easy way to obtain benefits for your organization by leveraging the Commonwealth's buying power, solicitation process, contracting expertise, vendor management and oversight, and the availability of environmentally preferable products.

All bidders offer Prompt Payment Discounts. Their discounts can be seen in the Vendor Information Table.

Find Bid/Contract Documents

- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, price sheets and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for VEH113 to find related Master Blanket Purchase Order (MBPO) information.
- To link directly to the MBPO for VEH113 visit [PO-22-1080-OSD03-SRC02-23301](#)
- To find all contract-specific documents, including the Contract User Guide, RFR, specifications, and other attachments, visit [COMMBUYS.com](https://www.commbuys.com) and search for VEH113 to find related Master Blanket Purchase Order (MBPO's) information. All common contract documents are located in the Master Contract Record Master Blanket Purchase Order (MBPO) for VEH113.
- To find vendor-specific documents, including price sheets, see links to individual vendor MBPOs on the [Vendor Information](#) page.

Who Can Use This Contract

Applicable Procurement Law

Executive Branch Goods and Services: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00;

Eligible Entities

Please see the standard list of Eligible Entities on our [Eligible Entities Which May Use Statewide Contracts](#) webpage.

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Subcontractors

The awarded vendor's use of subcontractors is subject to the provisions of the Commonwealth's Terms and Conditions and Standard Contract Form, as well as other applicable terms of this Statewide Contract.

Pricing, Quote and Purchase Options

Purchase Options

The purchase options identified below are the only acceptable options that may be used on this contract:

Vendors price files are located on their individual Master Blanket Purchase Orders in COMMBUYS. Quotes may be solicited from multiple vendors for a combination of the category pricing, vendors may lower pricing depending on the request but cannot go higher than published pricing.

Pricing Options

- **Ceiling/Not-to-Exceed:** Contract discounts and other pricing published under the contract represents "ceiling" or "not-to-exceed" pricing, and may be further negotiated.

Setting Up a COMMBUYS Account

COMMBUYS is the Commonwealth's electronic Market Center supporting online commerce between government purchasers and businesses. If you do not have one already, contact the COMMBUYS Help Desk to set up a COMMBUYS buyer account for your organization: (888)-627-8283 or OSDhelpdesk@mass.gov.

*Per **801 CMR 21.00**, Executive Branch Departments must use established statewide contracts for the purchase of commodities and services. Specifically, Executive Departments are required to use OSD's statewide contracts, including designated statewide contracts, if available, for their specific commodity and service needs. Exceptions will only be permitted with prior written approval from the Assistant Secretary for Operational Services, or designee.*

When contacting a vendor on statewide contract, always reference VEH113 to receive contract pricing.

Quick Search in COMMBUYS

Log into COMMBUYS, and use the Search box on the COMMBUYS header bar to locate items described on the MBPO or within the vendor catalog line items. Select Contract/Blanket or Catalog from the drop-down menu.

How To Purchase From The Contract

- **Document items in COMMBUYS that have already been purchased**

This type of contract allows buyers to document a contract purchase in COMMBUYS that already has taken place through a Request for Payment Authorization (RPA) Release Requisition. It also allows MMARS users to easily keep track of spend. NOTE: MMARS and COMMBUYS do not interface –payment request and invoice should be reported in both MMARS and COMMBUYS separately.

For a description of how to complete this purchase in COMMBUYS, visit the [Job Aids for Buyers](#) webpage, and select:

- The COMMBUYS Requisitions section, and choose the *How to Create an RPA Requisition* job aid.

Obtaining Quotes

Contract users should always reference VEH113 when contacting vendors to ensure they are receiving contract pricing. Quotes, not including construction services, should be awarded based on best value.

For a full description of how to complete a quote in COMMBUYS visit the [Job Aids for Buyers](#) webpage, and select:

- The *COMMBUYS Purchase Orders* section, and choose *Request Quotes From Vendors on Statewide Contracts* job aid.

Instructions for MMARS Users

MMARS users must reference the MA number in the proper field in MMARS when placing orders with any contractor.

Environmentally Preferable Products (EPP)

EPP Requirements:

State buyers are reminded that [Environmentally Preferable Products \(EPP\) Procurement Program](#) requirements for the use of environmentally preferable disinfectants, and some cleaning supplies, has been waived due to the availability of the products impacted by the demand caused by COVID-19. As the EPP supply replenishes, buyers are reminded that these disinfectants and other third-party certified products remain recommended for use and are selected for public health and environmental standards. For additional guidance, visit the Toxics Use Reduction Institute's [COVID-19: Safely Clean & Disinfect](#) webpage.

Contract Exclusions and Related Statewide Contracts

- Bulk ordering of Tires, this can be done on VEH109 or successor contract.

Emergency Services

Many statewide contracts are required to provide products or services in cases of statewide emergencies. [ML - 801 CMR 21](#) defines emergency for procurement purposes. Visit the [Emergency Response Supplies, Services and Equipment Contact Information for Statewide Contracts](#) list for emergency services related to this contract.

Emergency 24/7 Roadside Assistance is available.

Additional Information/FAQs

Geographical Service Area

The service location for this contract is Statewide. Vendors have provided a list of in-network Maintenance and Accident shops. These lists are published on the vendor's specific Master Blanket Purchase Order. All vendors also offer a 24/7/365 call center.

Other Discounts

Prompt Pay Discounts: A discount given to the buyer if paid within a certain time period. These discounts may be found in the [Vendor List and Information](#) section below. All discounts offered will be taken in cases where the payment issue date is within the specified number of days listed by vendor and in accordance with the Commonwealth's Bill Paying Policy. Payment days will be measured from the date goods are received and accepted / performance was completed OR the date an invoice is received by the Commonwealth, whichever is later to the date the payment is issued as an EFT (preferred method) or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a Contractor.

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OPERATIONAL SERVICES DIVISION

If the Needed Product Can Not be Found

If a service cannot be found in the vendor's price sheet, it is recommended to contact the vendor directly to inquire if it is available for purchase on this contract. If the service meets the scope of the product category, the vendor may be able to add it to their product offerings.

If the product is not listed in the scope of the product category, a buyer may contact the Strategic Sourcing Manager to inquire whether the product may be purchased.

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Strategic Sourcing Team Members

- Alex Giannantonio, Operational Services Division OVM
- Cheryl Cushman, Operational Services Division OVM
- Coleen Kelter, Operational Services Division
- James Mullins, Department of Developmental Services
- McKenna Petack, Operational Services Division
- Sara Siddall, Operational Services Division
- Swen Larson, Department of Fire Services
- Vincent Micozzi, Operational Services Division OVM

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Vendor List and Information*

Vendor	Master Blanket Purchase Order #	Contact Person	Phone #	Email	Categories	Counties	Discounts (PPD, Dock Delivery, Other)	MBE MWBE WBE Veteran	SDP Commitment (%)
**Master Blanket Purchase Order	PO-22-1080-OSD03-SRC02-23301	McKenna Petack	617-720-3378	mckenna.petack@mass.gov	N/A	N/A	N/A	N/A	N/A
Rental Concepts Inc. dba Fleet Response	PO-21-1080-OSD03-SRC01-23300	Jodie Varner	216-478-8227	jvarner@fleetresponse.com	All	All	PPD: 1% - 10 days	N/A	0.5%

*Note that COMMBUYS is the official system of record for vendor contact information.

**The Master MBPO is the central repository for all common contract files. Price files may be found in the individual vendor's MBPO.

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